

## Guide for Students/Alumni How to Register, Request and Deliver Transcripts Electronically

This document provides students and alumni of high school or postsecondary institutions with the following information about the Parchment electronic transcript service:

- An explanation of the e-Transcript Initiative and Parchment;
- The benefits of the Parchment Service;
- An overview of how the system works;
- What services are available to students and alumni;
- Helpful tips and contact information;
- Instructions for setting up an account;
- Instructions on how to add your school to your Parchment account and
- Instructions on how to request delivery of your transcripts.

### Michigan e-Transcript Initiative

The State of Michigan's Center for Educational Performance and Information (CEPI) has partnered with Parchment to offer the Michigan e-Transcript Initiative. The State of Michigan provides this program to all public and private/independent Michigan high schools and postsecondary institutions at no cost to either the students or the schools. The FERPA-compliant (Family Educational Rights and Privacy Act) service allows a student or alumni to send a transcript and other supporting admission documents from his/her high school or college to more than 4,000 colleges and universities nationwide, as well as to third-party destinations.

### Parchment

Parchment is the leading provider of educational records management services. Parchment manages the ordering, processing and secure delivery of student records for K-12 and postsecondary institutions nationwide. Parchment is headquartered in Scottsdale, Arizona, with representatives throughout the United States.

### Benefits of the Parchment Service

- The request process is streamlined for both current and alumni students.
- All Michigan public universities, community colleges and several independent colleges have signed up to receive electronic transcripts through this service.
- Transcripts can be requested online 24 hours a day, seven days a week through the school's website, the Michigan College Access Portal (MichiganCAP) or at Parchment.com.
- There is no charge to have transcripts sent to participating colleges in Michigan and partner states.
- Students are automatically notified when transcripts are processed and received, reducing anxiety.
- Transcripts are quickly delivered to Michigan and nationwide colleges and scholarship programs.
- Transcripts are processed electronically for your school for delivery to any destination nationwide.

### How the System Works

- To send a transcript, go to the Michigan E-Transcript link on your school's website or the Michigan College Access Portal (MichiganCAP), which directs you to Parchment's system. You will complete a one-time registration and identify the desired transcript recipient(s). *If you are a minor you must have your parent or guardian complete the registration process on your behalf.*
- The system promptly processes the order and notifies the sending school's administrator of the request via email. The sending school's administrator retrieves your transcript from the school's student information

system and electronically sends it to Parchment. Parchment then delivers the transcript to the receiving destination(s) in the acceptable format for the receiving destination.

- The receiving destination is notified via email that a transcript is available for download (if an electronic recipient). The receiving destination's administrator logs into the Parchment system and downloads the transcript. If the receiving destination is not yet an electronic recipient, the transcript is delivered via U.S. mail and instructions are provided for how to become an electronic recipient.
- You are notified via email every step of the way: 1) when your transcript request is received by Parchment, 2) when the sending school's administrator processes the request and 3) when the receiving destination's administrator downloads the transcript.

### **Services Available to Students/Alumni**

- The Parchment system keeps track of all transcripts sent throughout your college and career path.
- You have the opportunity to request your current transcript or the next grading period transcript.
- You receive email confirmations every step of the way, which eliminates anxiety and the need for follow-up with school staff.
- A Profile tab is available in the Parchment system to enable you to update your information as needed throughout your college and career path.
- The Parchment system provides online training at your fingertips to help when requesting a transcript.
- Parchment provides you the opportunity to import your college application ID directly onto your transcript, which enables the receiver to match up incoming documents.
- The database of electronic recipients is searchable and up-to-date. This means that you do not need to know the address of the receiving destination.
- You can send transcripts to non-registered destinations. However, a fee is applied. This fee needs to be paid via credit card, debit card or cash card (cash cards are available at most local grocery stores and pharmacies). Please consult with your school on how to handle these requests.

### **Tips**

- Become familiar with the Parchment Service. This document provided an overview, but more information is available on the CEPI website at [www.michigan.gov/cepi](http://www.michigan.gov/cepi).
- Complete the student online registration as soon as possible. Doing this task now will save time when making your first e-Transcript request.
- Make certain that the information entered during the online registration is accurate. It is important that you enter your first and last name as they would appear on your transcript, which will enable Parchment to easily match up your online request with the transcript Parchment receives from your school.
- Look for the Welcome Message upon log-in. Your school has the opportunity to post information regarding procedures specific to the school, such as how to handle fee-generating destinations, why a hold on a transcript may occur and dates when staff will not be available to process transcripts.
- Know the school's policy on sending transcripts to fee-generating destinations. This information may appear in the Welcome Message, in the student handbook and/or in the guidance counseling office.
- View the Profile tab feature in the Parchment system. Make sure information is up-to-date and know how to update it. If your information is not up-to-date, this may delay transcript processing.
- Make sure you become familiar with the destination selection buttons, the FERPA agreement acceptance, the fee collection screen (if fees apply) and the confirmation page. Selecting "Other Destination" when the destination already appears in Parchment's searchable database will incur fees.
- Remember to use the Application ID feature when requesting a transcript. The potential benefits of importing this ID into the online field are: 1) helps ensure a complete admissions submission and 2) a faster admission notification.
- Make sure a transcript was requested for those postsecondary institutions, scholarship funds, or employers that require one well in advance of the submission deadline.

- Remember to keep an eye out for the email notifications that you will receive. These notifications provide information to you each step of the way.
- Make sure you can locate the Transcript ID Number on the Order Status screen. This number is to be used for any inquiries pertaining to that transcript request.

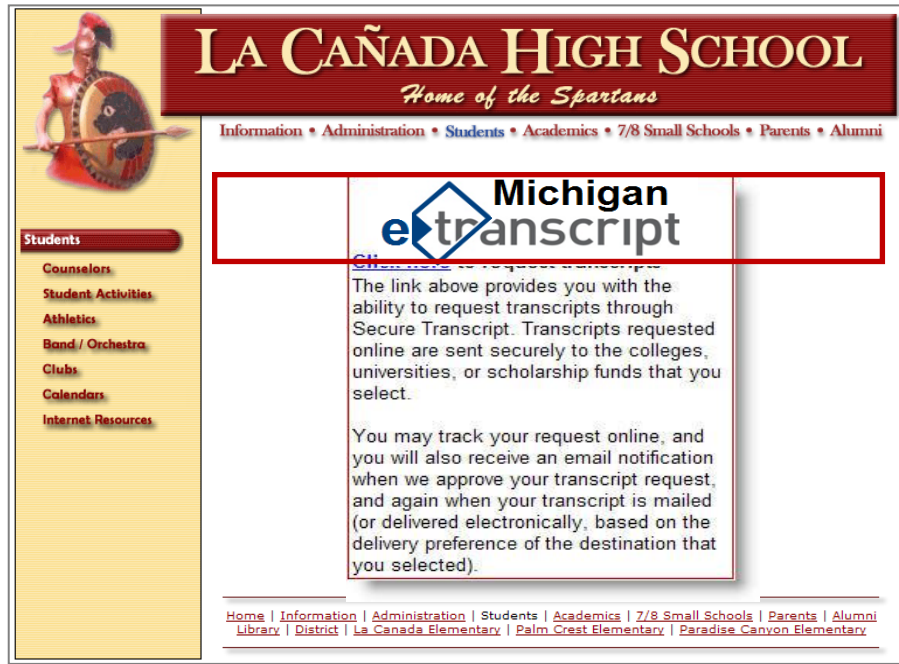
### **Contact Information**

If you have questions about the approval of your transcript request, contact the school. If you have questions about the receipt of a transcript sent by mail, contact the destination it was sent to. For all other questions, please visit Parchment's student support page at <http://www.docufide.com/contact-us/students>.

## Setting Up Your Account

A simple registration must be completed to set up an account, and only has to be completed one time. This one-time registration gathers basic student information to enable Parchment to match your request with the transcript data Parchment receives from the school. Through this account, you can track the transcript requests you have made throughout your educational career.

**Step 1:** Go to your school's website, find the Michigan e-Transcript link, and click on it. Look for the link on the homepage, guidance counseling page and perhaps the alumni page.



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**Step 2:** Or you can log in directly at Parchment at the following link: [www.Parchment.Com](http://www.Parchment.Com). Click on the **Sign In** button at the upper right hand corner.

Sign Up

Have an account? **Sign In**

MY TRANSCRIPTS

MY COLLEGES

MY CHANCES

**Easily get & send transcripts**  
Request and electronically store your education credentials securely in your Parchment account and share them simply when you need to deliver them.

Get Your Transcripts →

**Put your transcripts to work**  
Compare colleges, get recommendations on where to apply and make yourself discoverable to colleges looking for students like you.

Find Colleges →

**Discover your chances**  
View the schools you're interested in, see your chances of getting in and how you compare to other applicants.

See Your Chances →

Join today for **FREE!**

Take control of your education credentials and put them to work for you.  
If you have a Parchment Registration Code from your school, start here.

Sign Up

Get Recommendations

See How You Stack Up

Discover Your Chances

**Step 3:** If you are 18 years old or older, you can create your own account. If you are a minor, you must have your parent or guardian complete the registration process on your behalf.

**Step 4:** Provide your personal information. Required fields are marked with an asterisk.

The screenshot shows the Parchment registration process. At the top, there is a navigation bar with the Parchment logo and links for "Sign Up" and "Sign In". Below the navigation bar, there is a progress bar with three steps: 1. Account Information, 2. College Discovery (optional), and 3. Registration Complete. Step 1 is highlighted with a red box. Below the progress bar, there is a section for "My Parchment Account Information". This section contains a form with the following fields:

- Are you a: \***
  - ☒ Student, current or former creating my own Parchment account
  - ☐ Parent or guardian, creating Parchment account for my minor (under 18) child
- Student Information**
  - Name \***: First, Middle, Last, and Generation (dropdown).
  - Gender \***: Gender (dropdown).
  - Date of Birth \***: Month, Day, and Year (dropdowns).
  - Current Grade Level \***: Grade Level (dropdown) and a help icon.
  - Year Entering College**: Year (dropdown).
- Parchment Information**

Step 3 is highlighted with a red box, and step 4 is highlighted with a blue box.

**Step 5:** Provide a valid email address and password, and answer two security questions in the event you need to retrieve a forgotten password. Click on the **Save & Continue** button.

The screenshot shows the Parchment website's registration page. The browser address bar shows <https://parchment.com/p/reg/accountData.htm>. The page title is "Your Parchment Account Information". A red rectangular box highlights the registration form, which includes fields for Email Address, Confirm Email Address, Password, and Confirm Password, followed by two security questions. A blue box with the number "5" is positioned to the left of the form. A notification bubble on the right side of the page says "Get discovered by the colleges that are interested in you." The "Save & Continue" button is at the bottom right of the highlighted form area.

**Your Parchment Account Information**

Email Address \*  Confirm Email Address \*  Must be valid. A confirmation email will be sent to this address.

Password \*  Confirm Password \*  Password must be a minimum of 6 characters and include at least 1 letter and 1 number.

**Security Questions**

Secret Question 1 \*  Secret Answer 1 \*

Secret Question 2 \*  Secret Answer 2 \*

**Save & Continue** →

**Optional:** You have the opportunity to select an "Opt in" preference. If you choose to "Opt in," you are approving your participation in Parchment's College Discovery program, in which Parchment will then share some of the information you provide to a variety of colleges and programs for these colleges/programs to send you information about themselves. No information is shared without this approval.

The screenshot shows the Parchment website's "My Opt-In Preferences" page. The browser address bar shows <https://www.parchment.com/p/reg/studentData.htm>. The page title is "My Opt-In Preferences". A red rectangular box highlights the "College Discovery" section, which contains a paragraph explaining the program and two radio button options. The "Parchment Newsletter" section is visible below the highlighted area.

**My Opt-In Preferences**

**College Discovery \***

Colleges, scholarship programs, and lenders are looking for students like you. Here's how it works: Once you say we are allowed to do so, we will make some of the information you provide to Parchment available to a variety of colleges and programs. Then the colleges and programs send you information about themselves, so you can see if they fit your college plans. Colleges cannot find you at Parchment unless you chose to opt-in. Opting-in will not share your transcript with anyone unless you chose to do so.

☐ Yes, share the information I provide with those colleges looking to discover me at Parchment.

☐ No, I do not want to participate in College Discovery. Do not share any of my information with those colleges that may be interested in me.

**Parchment Newsletter \***


☐ Yes, send me the Parchment email newsletter

☐ No, do not send me emails (Parchment may still send emails that are part of the service)

You will receive confirmation that you have successfully created your Parchment account.


Sign Up


Have an account? [Sign In](#)




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 MY TRANSCRIPTS

 MY COLLEGES

 MY CHANCES

Welcome, Michael Smith .

We have just sent an email to **teststudent@email.tom** that contains a link to activate your Parchment account. If you do not see an email from Parchment.com, please check your spam folder for email from [registration@parchment.com](#), as our emails are occasionally misidentified..

Select continue to enter your new Parchment account.

Continue

Note:

Verifying email accounts helps Parchment maintain the high quality of our data used in calculating students chances of admission to the colleges they are interested in

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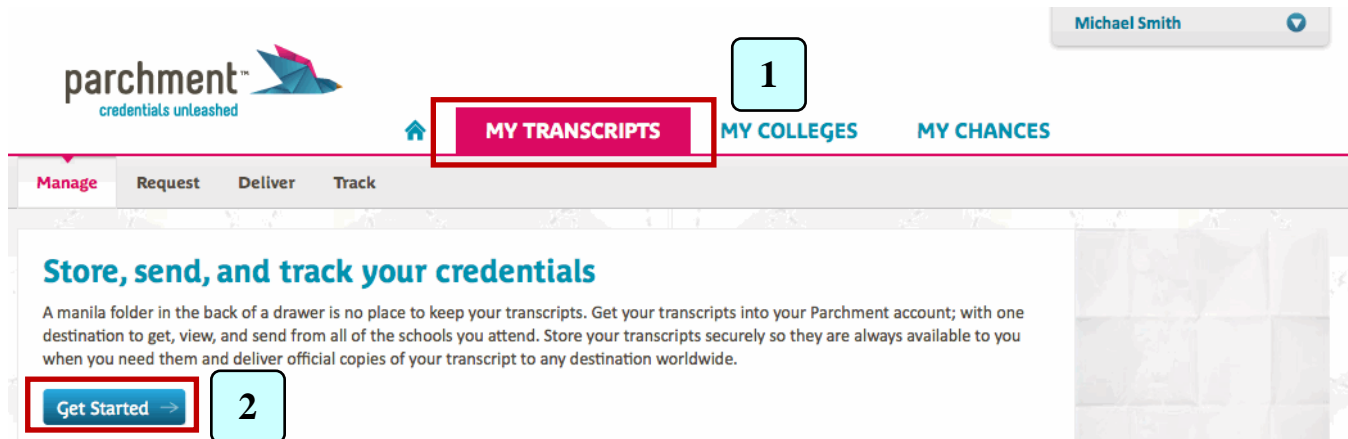


## Add a School to Your Account

You can add your school to your account to begin requesting delivery of your transcript. To add a school to your account:

**Step 1:** Select the **My Transcripts** tab.

**Step 2:** Click on the **Get Started** button.



**Step 3:** Search Parchment's database to locate your school based on any combination of name, city and state.

This screenshot shows the 'Request your transcript to your Parchment Account' form. The 'Request' sub-tab is selected. The form includes a heading, a paragraph explaining the process, and a section for searching for a school. The search section has a red box around the input fields and a blue circle containing the number 3. The input fields are labeled 'Name' (with 'screaming' entered), 'City', 'State' (a dropdown menu), and 'Country' (a dropdown menu with 'United States' selected). A blue 'Search' button with a right arrow is also present. Below the search section, there is a 'Matching Schools' table with three columns: 'High School', 'City, State', and 'Country'. The table lists 'Screaming Eagle High School' in 'Eagle Rock, IN' with 'US' as the country. At the bottom right, there are two buttons: 'Save & Continue' and 'Can't find your school?'.

High School	City, State	Country
<input type="radio"/> Screaming Eagle High School	Eagle Rock, IN	US

**Step 4:** Provide your enrollment information. This step enables your school to locate your transcript.

**Step 5:** Indicate if you wish to waive your right to view your Secondary School Report or Letters of Recommendation.

Michael Smith

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MY TRANSCRIPTS

MY COLLEGES

MY CHANCES

ManageRequestDeliverTrack

## Your Enrollment Information

Please provide the following information to help us find your transcript at Screaming Eagle High School

*\* Required field*

Enrollment Status \*

☒ Currently Enrolled

☐ Not Currently Enrolled

Date Started: \*

Year

Class of: \*

Year

Student ID:

Social Security Number:

Last 4 digits

4

I recognize the confidential nature of the Secondary School Report and other recommendations and

☐ I do waive my right to access

☐ I do not waive my right to access

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**Step 6:** Indicate if you wish to further refine your opt in settings for the voluntary College Discovery program.

Colleges, scholarship programs, and lenders are looking for students like you. Here's how it works: Once you say we are allowed to do so, we will make basic information about you (the information provided during registration and the colleges you are interested in) available to a variety of schools and programs. Then the schools and programs send you information about themselves, so you can see if they fit your college plans. Colleges cannot find you at Parchment unless you chose to opt-in.

☐ Yes, share the information I have provided in registration, my transcript from Screaming Eagle High School and the colleges I am interested in with those colleges looking to 'discover' me through my Parchment account.

☐ No, I do not want to participate in College Discovery. Do not share any of my information with those colleges that may be interested in me.

Keep in mind that this is an optional bonus service that you are not required to use when using our other services and there are slightly different rules associated with using it.

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**Step 7:** Enter the Parchment Registration Code, or electronically sign the form using a mouse, stylus or touchpad. This step allows Parchment to process your transcript request.

**Step 8:** Check the box if you wish to request a free, unofficial copy of your transcript to be stored in your Parchment account.

**Step 9:** Click on the **Save & Continue** button.

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MY TRANSCRIPTS MY COLLEGES MY CHANCES

Manage Request Deliver Track

### Transcript Authorization Form

Federal regulations require that we receive the parents signature before we can process the transcript request for Michael Smith. The parent (or legal guardian's) authorization will allow the Student's transcript to be delivered to destinations that you or your parent designate that are not included in our database of authorized destinations. The parents authorization may be given by using a Parchment Registration Number if one was issued to them or by signing the form using your mouse or stylus. Once authorized we can process all of the transcript requests for Michael Smith.

Parchment will keep the authenticated form on file and the parent will not be required to sign it again when you place additional requests for transcripts from this school. Of course, you or your parent will be able to withdraw this authorization at any time by signing into this account and accessing preferences.

Michael Smith  
04/06/1996  
M

As above, if issued a Parchment Registration Code to the parent of Michael Smith, it may use it to authenticate the parents consent, assuring Parchment that the person giving this permission is able to do so.

**Parchment Registration Code:**  
 [Had a Parchment Registration Code and lost it?](#)

If you, the Student's parent do not have or cannot locate the Parchment Registration Code, you will instead need to complete all the information within the authorization box, below.

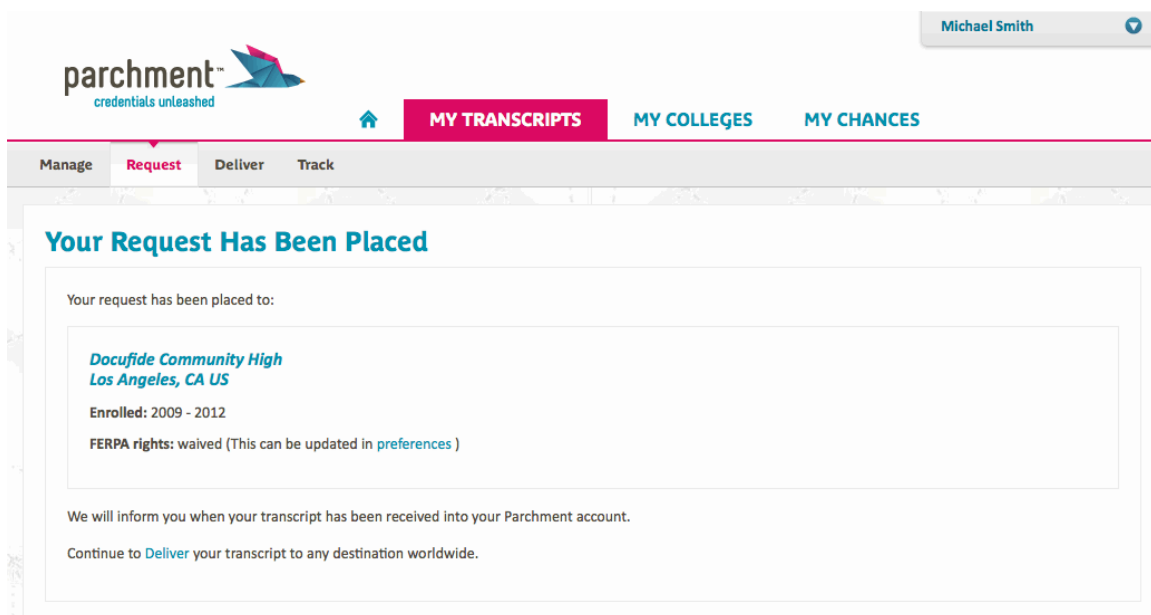
I authorize Parchment Inc. as the authorized representative for to release Michael Smith's complete academic transcript to destinations selected through Michael Smith's Parchment account.

☐ I certify under penalty of law that I am the individual identified below and I am authorized to take this action [on behalf of my child].

Name \*

☒ I also authorize a copy of Michael Smith's transcript to be stored in their Parchment account where they will be able to view and manage this document, and can use it for various optional services.

You will receive confirmation that your school has been added to your account.



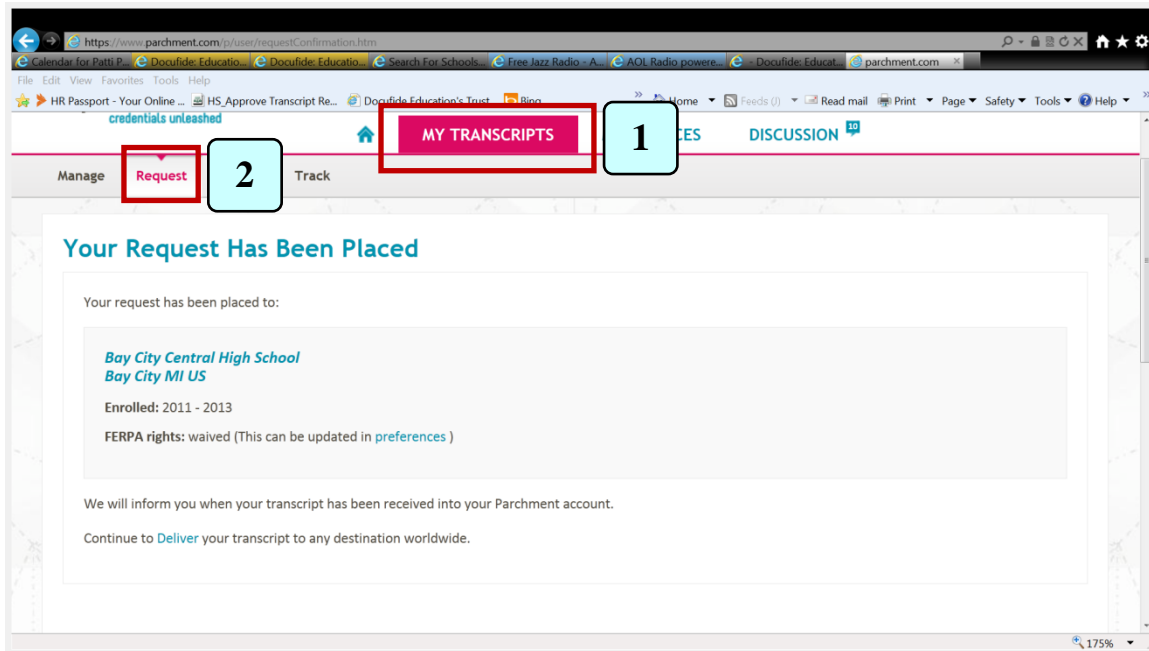
The screenshot shows the Parchment website interface. At the top right, a user profile for "Michael Smith" is visible. The main navigation bar includes a home icon, "MY TRANSCRIPTS" (highlighted in pink), "MY COLLEGES", and "MY CHANCES". Below this, a sub-navigation bar has "Manage", "Request" (highlighted in pink), "Deliver", and "Track". The main content area is titled "Your Request Has Been Placed" in blue. It contains a confirmation message: "Your request has been placed to:" followed by a box listing "Docufide Community High", "Los Angeles, CA US", "Enrolled: 2009 - 2012", and "FERPA rights: waived (This can be updated in [preferences](#))". Below this box, it states: "We will inform you when your transcript has been received into your Parchment account." and "Continue to [Deliver](#) your transcript to any destination worldwide."

## Request Delivery of Your Transcript

Once you have added your school to your Parchment account, you can begin requesting delivery of your transcript to any destination worldwide.

**Step 1:** Click on the **My Transcripts** tab.

**Step 2:** Click on the **Request** tab.



**Step 3:** Search for your destination. To narrow your search, click on the type of destination:

- Academic Destinations – colleges/universities and scholarship funds
- The National Collegiate Athletic Association
- Myself – send an official transcript to your email address or physical address
- The Common Application
- Other Destinations

**Step 4:** When searching for colleges/universities and scholarship funds, find your destination by using the name of the destination, city, state and/or country. Click on the **Search** button.

Select the recipients of your transcript from Boulder Creek High School  
Select another school

Academic Destinations The NCAA The Common Application Myself Other Destinations

**Colleges & Universities**

Find the college or university you want to send your transcript to by entering all or part of the name. You can filter the results by using the optional institution type field, state or country fields.

Included Institutions:  
☒ Show only undergraduate admissions  
☐ Show other institutions (including scholarship funds)

Country:  State/Province:

Institution Name:

Search

**Step 5:** Click on the box next to your desired destination(s).

	Institution Name	City, State Country	Organization Type
<input type="checkbox"/>	California Polytechnic State Univ - SLO	San Luis Obispo, CA US	Public University/4 Year College
<input type="checkbox"/>	California State University - Fullerton	Fullerton, CA US	Public University/4 Year College
<input type="checkbox"/>	California State University - Fullerton	Fullerton, CA US	Public University/4 Year College
<input type="checkbox"/>	California State University - Dominguez Hills	Carson, CA US	Public University/4 Year College
<input type="checkbox"/>	California State University - Northridge	Northridge, CA US	Public University/4 Year College
<input type="checkbox"/>	California State University - Northridge	Northridge, CA US	Public University/4 Year College
<input type="checkbox"/>	California State University - Northridge	Northridge, CA US	Public University/4 Year College
<input type="checkbox"/>	California State University - San Marcos	San Marcos, CA US	Public University/4 Year College
<input type="checkbox"/>	California State University - Bakersfield	Bakersfield, CA US	Public University/4 Year College
<input type="checkbox"/>	California State University - Long Beach	Long Beach, CA US	Public University/4 Year College

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**Step 6:** Review the destinations and confirm that the selections are correct:

1. The first column will display the destinations, with an option to remove that destination from the order.
2. The second column will display the delivery method (electronic download for registered recipients and U.S. mail for non-registered recipients when the transcript must be printed and mailed by Parchment). Express delivery (for mailed transcripts) is available.
3. The third column will display the transcript type (the grading period that the transcript is to reflect).
4. The last column will display any fees.

**Confirm Your Destinations and Delivery Details**

Does this look correct? If you change a destination you selected, click "edit delivery information" to make changes. If you want to remove a destination from the list, click "remove destination".

1 Destination	2 Delivery Information	3 Transcript Type	4 Fee
North Central Michigan College Petoskey, MI <a href="#">remove destination</a>	<b>Delivery Method:</b> Electronic Delivery <b>Application Tracking Number:</b> <input type="text"/> <a href="#">edit delivery information</a>	<input checked="" type="radio"/> Current Transcript Transcript including grades through 1st Semester, 2011 - 2012. <input type="radio"/> Next Grading Period Transcript Transcript including grades for the next Semester and expected to be available on 06/15/2012.	Transcript Fee: \$3.00
Pepperdine University Malibu, CA <a href="#">remove destination</a>	<b>Delivery Method:</b> Electronic Delivery <b>Application Tracking Number:</b> <input type="text"/> <a href="#">edit delivery information</a>	<input checked="" type="radio"/> Current Transcript Transcript including grades through 1st Semester, 2011 - 2012. <input type="radio"/> Next Grading Period Transcript Transcript including grades for the next Semester and expected to be available on 06/15/2012.	Transcript Fee: \$3.00
Total Due:			\$6.00

**Step 7:** Any payments are processed online. If no fees are incurred, the payment step is automatically skipped.

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**Order Information** \* Required Fields  
**Total: US \$6.00**

**Payment Information**

VISA MasterCard DISCOVER American Express

Card Number:  \* (enter number without spaces or dashes)

Expiration Date:  \* (mmyy)

**Billing Information**

First Name:  \* Last Name:  \*

Address:  14000 North Thompson PEak Pkwy \*

City:  Scottsdale \*

State/Province:  AZ \* Zip/Postal Code:  85260 \*

Country:  US \*

[Cancel](#)

You will receive a confirmation describing the next steps for your transcript request(s) and Tracking ID(s) for your order.

**Deliver**

**Payment successful!**

Thank you for delivering your official transcript through Parchment. Your transcript will be delivered to your selected destinations through Docufide by Parchment, Educations Trusted Intermediary (tm).

**Delivery Destinations** [Print](#)

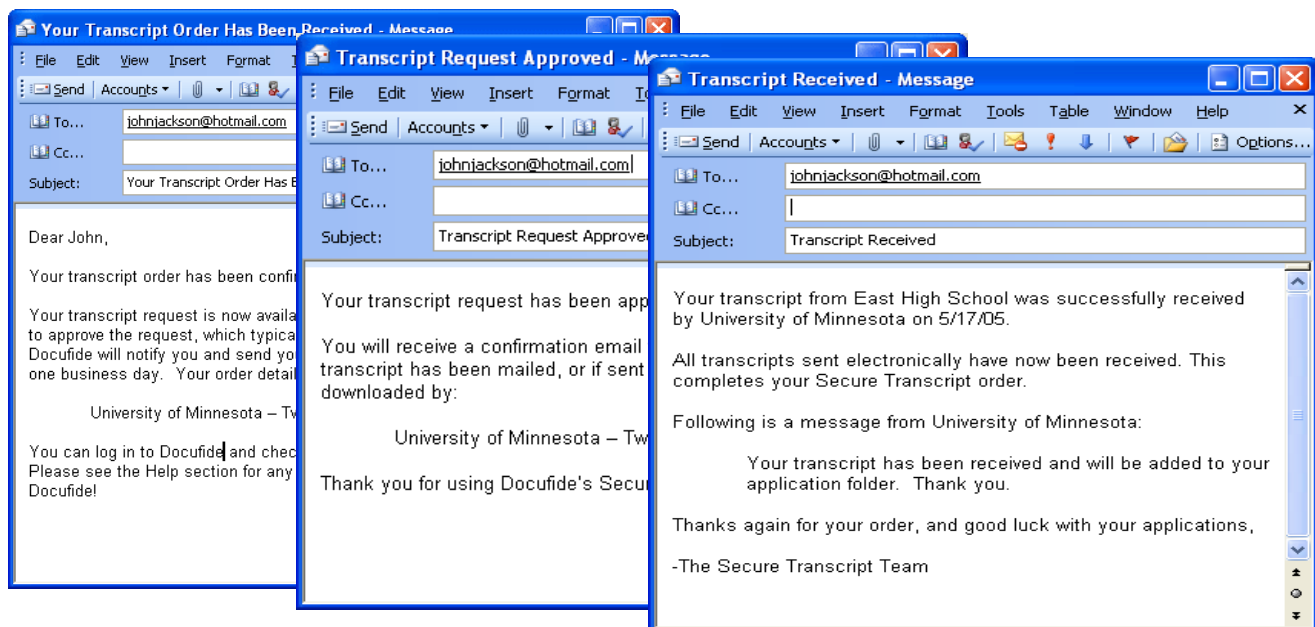
Destination	Document Type	Tracking ID	Delivery Method	Fee
Marquette University	Current Transcript with grades through 2nd Trimester, 2011 - 2012	TRRKO6M	Electronic Delivery	\$0.00

**Next Steps**

Confirmation	Please <a href="#">Print this page</a> for your records, or return to your Parchment account at any time and select <a href="#">track</a> to see the status of your deliver. Parchment will send you an email confirming that we have received your order.
Approval	Official transcripts are always delivered from the current copy on file in the schools transcript repository. When a transcript is selected to include grades for the current grading period, the request is held until those grades are available. Your school may require an approval of your delivery request before your official transcript can be released by Parchment to your requested destinations.



You will receive automated confirmation emails when your request is received, approved by the school administrator and upon delivery.



This completes the transcript request process. For more detailed information on the request process, including the steps performed by the administrator at the sending school and at the receiving destination to complete the transcript exchange, view the CEPI website at: <http://www.michigan.gov/cepi/0,4546,7-113-54112---,00.html>.